GRADUATE STUDIES ENROLLMENT
TERM 1, AY 2022-2023
(Excluding College of Law)

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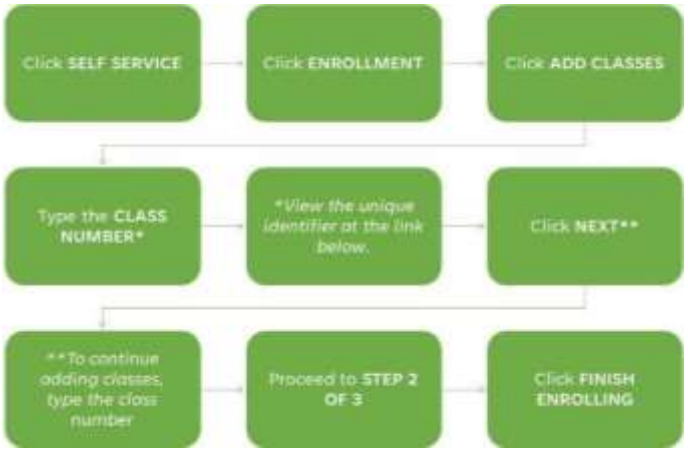
PROCEDURES FOR ONLINE ENROLLMENT

	ACTIVITY	DATE AND TIME	DETAILS
1	**Account Activation**		For students who paid tuition **after Apr 18, 2022**, activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp
2	**Pre-Enlistment**	Apr 18, 2022 (08:00 am) - Apr 22, 2022 (08:00 pm)	Access http://animo.sys.dlsu.edu.ph to do the following:
3	**3A: Settlement of Clearance**	Deadline until Aug 05, 2022	Access http://animo.sys.dlsu.edu.ph to do the following:
	3B: Academic Advising		• View Primer on Graduate Studies Enrollment at https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdf • View actual enrollment count at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings • Visit your Program Coordinator at the department.
4	**Online Enrollment**	Aug 22, 2022 - (08:00 am) Aug 23, 2022 - (11:59 pm)	• Log in at http://animo.sys.dlsu.edu.ph to do the following: ***(for recently activated MLS account, Animo.sys can be accessed after 30 minutes)***  • View the unique identifier for each course code and section at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
		REMINDER • A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses after the start of term.	
5	**Self-Printing of EAF** Log-in at https://my.dlsu.edu.ph/	Starts on Aug 24, 2022	08:00 am - 11:59 pm — RVRCOB / SOE 12:00 pm - 03:59 pm — CCS / BAGCED / COS 04:00 pm - 08:00 pm — CLA / GCOE
		Aug 24, 2022 – Nov 12, 2022	All Colleges / School

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnees	Aug 01, 2022 – Aug 31, 2022 (05:00 pm)	1. Students with inactive DLSU Gmail account must send the email using their personal email address and attach a copy of your DLSU ID to the Academic Programming Officer of their college. 2. Accomplish the Google Forms below according to your college using DLSU Gmail BAGCED: http://bit.ly/Returnee_BAGCED CCS: http://bit.ly/Returnee_CCS CLA: http://bit.ly/Returnee_CLA GCOE: http://bit.ly/Returnee_GCOE COS: http://bit.ly/Returnee_COS RVRCOB: http://bit.ly/Returnee_RVRCOB SOE: http://bit.ly/Returnee_SOE 3. Animo.sys will be activated and an email about activation details will be sent to the student DLSU Gmail 4. Student will have to do the online enrollment after the activation for MLS/Animo.sys account **starting 24 Aug 2022 to 03 Sep 2022.**
Online Enrollment / Adjustment (Except for ID 122 students)	Sep 05, 2022 (08:00 am) – Sep 10, 2022 (08:00 pm)	A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses once the term starts. Log in animo.sys.dlsu.edu.ph
Audit Class Enrollment	Sep 05, 2022 – Sep 17, 2022 (05:00 pm)	1. Students must accomplish the Application for Audit Class http://bit.ly/Audit_Class 2. OUR will coordinate with the Associate Dean of the College/School and will request for their endorsement 3. Once cleared, Enrollment In-Charge will encode the courses to the enrolled subjects of the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account.
	REMINDERS 1. Student must have **no pending clearance/s** with other offices 2. **Incomplete requirements will not be processed.** 3. Before submitting, make sure that you accomplished all necessary requirements needed for processing.	

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Special Class Enrollment	Aug 15, 2022 – Sep 07, 2022 (05:00 pm)	**SUBMISSION THROUGH GOOGLE FORMS** Students must accomplish the Google Form of the college where the students would want to enroll in a special class using the student DLSU email: BAGCED: https://bit.ly/GS_Special_Class_BAGCED CCS: https://bit.ly/GS_Special_Class_CCS CLA: https://bit.ly/GS_Special_Class_CLA COS: https://bit.ly/GS_Special_Class_COS GCOE: https://bit.ly/GS_Special_Class_GCOE RVRCOB: https://bit.ly/GS_Special_Class_RVRCOB SOE: https://bit.ly/GS_Special_Class_SOE
	Sep 08, 2022 – Sep 17, 2022 (05:00 pm)	**EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL** 1. Applications shall be evaluated by the Colleges and Departments. After evaluation, the College shall inform the student on the decision regarding the submitted Application for Special Class not later than **Sep 21, 2022**. 2. Revised EAF can be downloaded **after three (3) working days** upon information of the approval or **not later than Sep 24, 2022.**
		REMINDERS 1. Students must have **no pending clearance/s** with other offices. 2. Students must pay for the courses enrolled online following the **deadline of payment without surcharge**. 3. **Incomplete requirements will not be processed.** Before submitting, make sure that you accomplished all necessary requirements needed for processing.
Graduate Studies Shifting Procedure and Schedule	You may find more details here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/enroll_gs.pdf	

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TUITION FEE PAYMENT

ACTIVITY	DEADLINE
Payment **Without** Surcharge	Until Sep 17, 2022 (Saturday)
Payment **With** Surcharge	From Sep 18, 2022 to Oct 01, 2022
Last Day of Payment and Payment of 2nd Half **(Installment)**	Oct 01, 2022
Auto-Dropping of Enrolled Course/s Without Payment	Oct 01, 2022, 05:00 PM
For two (2/3) installment payments	Oct 22, 2022
For three (3/3) installment payments	Dec 17, 2022

DETAILS

- Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment
- For those who are not able to receive their OR details including RF (for scholars) after ten (10) working days, please accomplish this **https://bit.ly/Proof_of_payment_FAO**

REMINDERS:

1. For further clarification or question, an email may be sent to:

   cashiers@dlsu.edu.ph
   a) Unposted payments
   b) Requests for Official Receipts (OR's)
   c) Tuition balances
   d) Payment channels

   ocfo.studentservices@dlsu.edu.ph
   a) Refunds
   b) Credit memos (scholars)
   c) Clearances
   d) Certifications

2. Please save a screenshot of your view assessment from your immediate previous term as OR details are reflected, you may need this for activation of your MLS account.

3. Sample installment computation may be found through https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf

PROCESS OF TUITION FEE PAYMENT

ONLINE PAYMENT

1. Kindly log-in to your MLS account and click the **View Assessment (with online payment)**.
2. Online Payment using VISA and MASTERCARD credit cards and debit cards.
3. Online Fund Transfer (Mobile Phone/Internet Banking) by account holders of UNION BANK, METROBANK, UCPB, BDO, and BPI

OVER-THE COUNTER-BANK PAYMENT

Account Name	Bank
DE LA SALLE UNIVERSITY MANILA	METROBANK
	BDO
	UCPB
	UNIONBANK

For more details, please refer to this link

http://www.dlsu.edu.ph/offices/accounting/payments/default.asp

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DEADLINE OF DROPPING COURSES

REFUND	START DATE	END DATE
100%	Aug 15, 200	Sep 03, 2022
90%	Sep 04, 2022	Sep 10, 2022
80%	Sep 11, 2022	Sep 17, 2022
0%	Sep 18, 2022	Oct 01, 2022
Withdrawal of Courses **(NO Refund)**	Oct 02, 2022	Nov 12, 2022 (08:00 pm)

PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
Online Dropping Monday- Saturday (until 08:00 pm)	• **ID 121 and below** • **Returnee**	Log in at http://animo.sys.dlsu.edu.ph and follow these steps:
Manual Dropping	• **ID 122** • **Student with Inactive animo.sys account** **REMINDERS** • Student must have **no pending clearance/s** with other offices	1. Student must accomplish the Application for Manual Dropping Form **https://bit.ly/Manual_Dropping_UG_GS** 2. OUR will coordinate with the Associate Dean of the College/School and will request for their endorsement 3. Once cleared, Enrollment In-Charge will encode the courses to the enrolled subjects of the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account.

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PART I OF NON-COURSEWORK ENROLLMENT SCHEDULE

GENERAL REMINDERS

1. Student must have **no pending clearance/s** with other offices

2. The requirement for Academic Completion will not be applicable upon application for non-coursework, but **students must ensure that he/she has taken all academic requirements of the program.**

3. Types of enrollment:
   a. **ONLINE ENROLLMENT**: Please see Step 4B: (http://animo.sys.dlsu.edu.ph)
   b. **MANUAL ENROLLMENT via GOOGLE SHEET**: Please check the table starting on the next page for the link and requirements

   Online and Manual Enrollment Schedules:
   - Weekdays: 08:00 am to 12:00 pm and 01:30 pm to 05:00 pm
   - Saturdays: 08:00 am to 12:00 pm

4. If a student is **not enrolled in the previous term**, he/she needs to process Manual enrollment (same procedure for Thesis/Dissertation Writing 1).

5. For students who wish to have LIBRARY ACCESS, kindly view the enrollment actual count (http://enroll.dlsu.edu.ph/dlsu/view_actual_count) to get the class number, type "**LIBRARY**", and click search. Applicable for those students who enrolled in Residency only.

PROCEDURES USING GOOGLE SHEET

1. Student **must accomplish** the Application Form (please see table starting on the next page for reference), and **save it in PDF format**

2. Student **must secure** the email endorsement/approval **using DLSU Email** based on the requirements needed in the form and once received, s**ave the copy email thread of approval in PDF format** from the following:
   - ✓ Thesis/Dissertation Adviser/Mentor
   - ✓ Department Chair or GS Program Coordinator
   - ✓ Associate Dean of the College/School

3. Student **must fill-up** the information needed in the Google Sheet (Please see table below) and **attached the following requirements** needed:
   - ✓ Application Form (PDF)
   - ✓ Email Thread of Approval (PDF)

4. **Incomplete requirements will not be processed**. Before submitting, make sure that you accomplished all necessary requirements needed for processing.

5. Only applications submitted following the guidelines on the schedule stated above will be evaluated and will be processed.

6. Once cleared, students may **start to download and print** the updated EAF through the MLS account **after 4 working day**s.

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PART II OF NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see procedure above	LINK
Aug 22, 2022 – Oct 01, 2022 (17:00)	**Qualification for Employee Discount**	✓For employees of DLSU-Taft, Makati, BGC and Laguna Campus only	**EMPLOYEE DISC**	Google Form* *(should NOT do the online enrollment)*	**GFORM_EMPLOYEE**
Aug 22, 2022 – Sep 17, 2022 (17:00)	**Residency** *(includes library fee and access)*	✓Enrolled in the Previous Term		Online Enrollment	**ANIMOSYS**
		✓Returnee		Online Enrollment	

Steps to get the Residency and Library Class Number (via MLS):

1. Proceed to View Course Offerings:
2. Enter your **ID number** and click **Submit** https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
3. In the search box, type your **College Residency Code:**

COLLEGE	RESIDENCY CODE
BAGCED	CED8500
CCS	CCS8500
COS	COS8500
CLA	CLA8500
GCOE	COE8500
RVRCOB	COB8500
SOE	SOE8500

4. Then click **Search**
5. Get the equivalent Class Number (unique identifier for each course code & section) of an Open Section (in green font)

Steps to Enroll via Animo.sys:

1. Log in at http://animo.sys.dlsu.edu.ph

2. Print updated EAF through My.LaSalle account (https://my.dlsu.edu.ph/).

Reminders:

- Please be mindful to check your EAF if you are **enrolled in the correct Residency Code.**
- You can still correct your Residency code within the period of Residency enrollment. Beyond this period, all corrections will be subject to approval and with penalty.

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PART II OF NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see procedure above	LINK
Aug 22, 2022 – Sep 17, 2022 (17:00)	**Directed Research** **MBA Integration Action Research Paper** **Practicum** **Project Paper** **Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED)**	✓ Passed all Academic Requirements of the Program	**RESEARCH_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_RESEARCH**
	Thesis/ Dissertation Writing 1 only	✓ Passed all Academic Completion Certificate	**WRITING_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_WRITING**
	Thesis/ Dissertation Writing 2 onwards	✓ Returnee ✓ Not enrolled in T/D Writing on Term 1, AY 21-22			
		✓ Enrolled in the Previous Term		Online Enrollment	**ANIMOSYS**

THESIS/ DISSERTATION WRITING 2 ONWARDS: EQUIVALENT CLASS NUMBER THROUGH VIEW COURSE OFFERINGS (https://enroll.dlsu.edu.ph/dlsu/view_course_offerings)

Example:

- You are enrolled last term in SPE852M GA4, to get the equivalent Class number just add/plus 1 to your previous code, SPE853M.
- Then search SPE853M GA4 in View Course Offerings.
- Look for the equivalent Class number based on the section assigned to you which is also equivalent to your Mentor / Adviser.

Steps:

1. Log in at http://animo.sys.dlsu.edu.ph

***Find unique identifier here:**
https://enroll.dlsu.edu.ph/dlsu/view_course_offerings

2. Print updated EAF through MyLasalle account (https://my.dlsu.edu.ph/).

Schedule of the Deadline of Payment without Surcharge for the following Non-Coursework is until Sep 24, 2022 only:

●Directed Research ●MBA Integration Action Research Paper ●Practicum ●Project Paper ●Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED) ●Thesis/ Dissertation Writing ●Residency

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DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see procedure above	LINK
Sep 05, 2022 – Oct 22, 2022 (17:00)	**Thesis/ Dissertation Final Defense**	✓ Enrolled in Writing ✓ Passed Proposal Defense	**DEFENSE_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_FINAL_D**
Sep 05, 2022 – Nov 12, 2022 (17:00)	**Thesis/ Dissertation Proposal Defense**	✓ Enrolled in Writing	**DEFENSE_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_PROPOSAL_D**
Sep 19, 2022 – Oct 01, 2022 (17:00)	**Written Comprehensive Exam (WCE)** **Qualifying Exam (BAGCED and COS)**	✓ Enrolled in Residency ✓ Passed all Academic Completion Certificate	**WCE_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_WCE**
Nov 07, 2022 – Nov 12, 2022 (17:00)	**Application for Doctoral Candidacy Exam (COS)**	✓ Enrolled in Residency	**OCE_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_OCE**
	Oral Comprehensive Exam (OCE)	✓ Enrolled in Residency ✓ Passed all Academic Completion Certificate			

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CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
NOTE: Except Saturdays, Sundays / Holidays / Non-working days	Aug 15, 2022 – Oct 22, 2022	• For the complete list of fees, you may visit **GLOSSARY_FEE** • For the approximate computation of tuition and fees you may visit **TUITION_FEE_CALCULATOR** • Please visit the FAQs and report form before submitting an issue **ENROLLMENT_FAQS** • For email inquiry: registrar@dlsu.edu.ph or itservices@dlsu.edu.ph
Lunch Break: (Mondays to Fridays) 12:00 noon to 01:30 pm	**Available office hours for enrollment concerns:** • Mon-Fri from 08:00 am to 05:00 pm • Sat from 08:00 am to 12:00 pm	

OUR CONTACT INFORMATION *(Kindly note that **only phone calls** will be accommodated)*	**Mon – Fri**	**Cellphone Numbers for Enrollment**
	from 09:00AM to 10:30AM	• 0995-270-3586 (Globe)
	from 01:30PM to 03:00PM	• 0995-270-3585 (Globe) • 0969-234-2374 (Smart)

COLLEGE CONCERNS	COLLEGE/SCHOOL	EMAILS	
		Associate Dean	**Academic Programming Officer (APO)**
For the following **but not limited** to: • Audit Class Enrollment • Manual Dropping • Special Class	Br. Andrew Gonzalez College of Education (BAGCED)	assocdeanBAGCED@dlsu.edu.ph	MS. LIBERTY SANTOS liberty.santos@dlsu.edu.ph
	College of Computer Studies (CCS)	assocdeanCCS@dlsu.edu.ph	MS. HAZEL R. VENTURA hazel.ventura@dlsu.edu.ph
	College of Liberal Arts (CLA)	assocdeanCLA@dlsu.edu.ph	MS. GINA ESPENILLA gina.espenilla@dlsu.edu.ph
	College of Science (COS)	assocdeanCOS@dlsu.edu.ph	MS. MA. CRISTINA TISMO ma.cristina.tismo@dlsu.edu.ph
	Gokongwei College of Engineering (GCOE)	adrasGCOE@dlsu.edu.ph	MR. EDDIEMON PANEM eddiemon.panem@dlsu.edu.ph
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